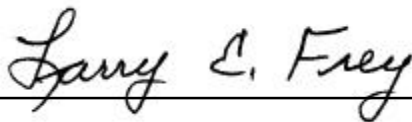


For: Oregon County Offices

## **Farm Loan Program Training Meeting**

Approved By: Larry E. Frey, State Executive Director

LEF/LEV/RBP/th



### **1 Overview**

#### **A**

#### **Background**

The National Internal Review (NIR) found in Part 9 of the 1-FLP FSA Handbooks provides the system for reviewing activity and measuring Farm Loan Programs (FLP) program compliance. Oregon's corrective action plan for the 2002 NIR summary report requires training of Agency personnel on the significant weaknesses found.

There is a need for training credit officials regarding the requirements for compliance with the Debt Collection Improvement Act for processing debt settlement requests.

#### **B**

#### **Purpose**

The purpose of this Oregon Notice is to:

- announce the Farm Loan Program Training Meeting
- provide a tentative agenda for the training meeting
- specify which FSA employees should attend the training meeting
- provide all employees with the accommodation statement required by Subparagraph 76 C of FSA Handbook 31-PM.

Disposal

May 1, 2003

02-25-03

Distribution

STO, DD, COR, COC, COF - Including Farm Loan Programs

Page 1

## 2 Training Information

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A

### Training Meeting

The Farm Loan Program Training Meeting will be held April 8, 2003 thorough April 10, 2003 at Mount Bachelor Village Resort located at 9717 Mount Bachelor Drive in Bend, Oregon 97702.

The Training meeting will begin promptly at 1:00 pm on Tuesday, April 8, 2003, and will adjourn by 12:00 noon on Thursday, April 10, 2003.

A tentative agenda for the FLP training meeting is attached as Exhibit 1.

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B

### Training Attendance

All FLMs, FLOs, FLOTs, DDs, COR, COTs, and the CEDs listed in the table below, should attend the training session.

Name	Title	Location
Josh Hanning	County Executive Director	Baker County
Pam Davis	County Executive Director	Douglas County
Tom Falvey	County Executive Director	Grant County
Marti Hamilton	County Executive Director	Lake County
Jennifer Isley	County Executive Director	Union County
Bill Williams	County Executive Director	Wallowa County
Darca Glasgow	County Executive Director	Yamhill County

With DD concurrence, any CED interested in eventually pursuing a delegation of loan approval and servicing authority as provided in Notice FLP-282 is highly encouraged to attend this training session.

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*Continued on the next page*

## 2 Training Information, *Continued*

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*C*

### **Lodging and Hotel Information**

Training participants need to call and make reservations **no later than Sunday, March 9, 2003**. Reservations may be made between the hours of 7:00 am and 11:00 pm.

Mount Bachelor Village Resort  
9717 Mount Bachelor Drive  
Bend, Oregon 97702  
1-800-452-9846  
(541) 389-5900  
Fax: (541) 388-7820

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*D*

### **Accommodation Statement**

Persons with disabilities who require accommodation to attend or participate in this meeting should contact Roger Tresham, Chief Administrative Officer, at (503) 692-1973, extension 224, [TDD (202) 720-2600 at the USDA's TARGET Center or through the Federal Relay Service at 1-800-877-8339], or by e-mail at [Roger.Tresham@or.usda.gov](mailto:Roger.Tresham@or.usda.gov), by Wednesday, March 5, 2003.

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*E*

### **Mileage and Per Diem**

Government vehicles should be used for travel when available. Mileage is authorized for all employees. Carpooling is encouraged.

Per diem rates for the training meeting is shown in the following table:

<b>Location</b>	<b>Maximum Lodging</b>	<b>Meals &amp; Incidental Expense</b>	<b>Total</b>
Bend, OR	\$59.00	\$42.00	\$101.00

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### 3 Action

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*A*

#### **STO Action**

The FLP staff in the State Office will finalize the agenda to the meeting and email the participants prior to the training meeting if revisions are made.

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*B*

#### **Participant Action In Bringing Required Training Materials**

All participants need to bring the following equipment or training aids with them to the FLP Training meeting:

- pen or pencil to take notes with
  - paper to take notes on
  - handheld calculator
  - laptop computer with 3.5 inch floppy drive
  - surge protector or isobar with extension cord
- 

*C*

#### **Participant Action on Suggestions**

Participants are encouraged to advise the Farm Loan Programs staff in the State Office of any specific issues, subjects, or questions they would like to have addressed during the meeting.

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### 4 Contacts

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*A*

#### **District Director**

Direct questions about authorization for attendance, and other similar matters to your DD.

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*B*

#### **STO Contacts**

Direct questions concerning the following subjects to the designated contacts:

- Roger Tresham for questions concerning the training site or facilities, and accommodation requirements.
  - Lynn Voigt, Bob Perry or Peter Halvorson concerning specific details of the subject matter or materials to be presented during the training meeting.
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## Farm Loan Program Training Meeting

April 8-10, 2003

Bend, Oregon

Farm Service Agency	<u>Date and Time</u>	<u>Subject</u>	<u>Presenter</u>
	<i>Tuesday, April 8, 2003</i>		
	1:00 pm - 1:15 am	Opening Remarks	Voigt
	1:15 pm - 2:45 pm	UCC/EFS/Security Agreements	Voigt
	2:45 pm - 3:00 pm	BREAK	
	3:00 pm - 3:30 pm	Are You Balanced?	Perry
	3:30 pm - 4:00 pm	Historically Speaking	Perry
	4:00 pm - 4:30 pm	Where Did The Cash Go?	Voigt
	<i>Wednesday April 9, 2003</i>		
	8:00 am - 8:45 am	Realistic Yields	Perry
	8:45 am - 9:15 am	Living It Up	Perry
	9:15 am - 10:00 am	Income From the Unknown	Perry
	10:00 am - 10:15 am	BREAK	
	10:15 am - 11:00 am	Calculating Feasibility	Perry
	11:00 am - 11:30 am	YEA Documentation	Halvorson
	11:30 am - 12:30 pm	LUNCH	
	12:30 pm - 1:30 pm	Completing Form FSA 1962-1	Perry
	1:30 pm - 2:30 pm	Notifying All Liable Parties	Voigt
	2:30 pm - 2:45 pm	BREAK	
	2:45 pm - 4:30 pm	CNC's & Debt Settlements	Perry
	<i>Thursday, April 10, 2003</i>		
	8:00 am - 9:45 am	Environmental Update	Halvorson
	9:45 am - 10:00 am	BREAK	
	10:00 am - 10:30 am	Updating Security Agreements	Halvorson
	10:30 am - 11:00 am	MAC and Workload	Thompson
	11:00 am - 11:30 am	Open	
	11:30 am - 12 noon	Concluding Remarks	Voigt